



## HOW TO REGISTER FOR A MEETING AT UNOG: A STEP-BY-STEP GUIDE

Before you begin, please note that you will need to provide the following information in order to register for an event at UNOG:

- e-mail address
- home address
- passport number
- passport date of expiry
- country of passport

1. Open this [link](https://reg.unog.ch/) using Chrome, Firefox or Edge. Do not use Internet Explorer.
2. Find your meeting by clicking on the Organiser, e.g. OHCHR organizes meetings of the Human Rights Treaty Bodies

The screenshot shows the UNOG registration website. The browser address bar displays <https://reg.unog.ch/>. The page features a blue header with the UNOG logo and a navigation menu. Below the header, there is a section titled "Main categories" with a search icon. A welcome message states: "Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. In order to start browsing, please select one of the categories below." Under "Highlights", there is a list of categories with arrows pointing right: UNCTAD, Human Rights Council, OHCHR, Information Service - UN Geneva, ODG, NGO, UN Library Geneva, UNAIDS, and UN Environment. On the right side, there is a section titled "Upcoming events" with a list of events including "22nd Session - side events", "Induction courses for Delegates", "42nd Session", "OHCHR - Exhibition - '30th Anniversary of the...'", "BIGRS workshop on improving road safety leg...", "WHO Consultation on the Composition of Infl...", "Trade and Biodiversity", and "China - Exhibition- Discovering the Culture of T...".

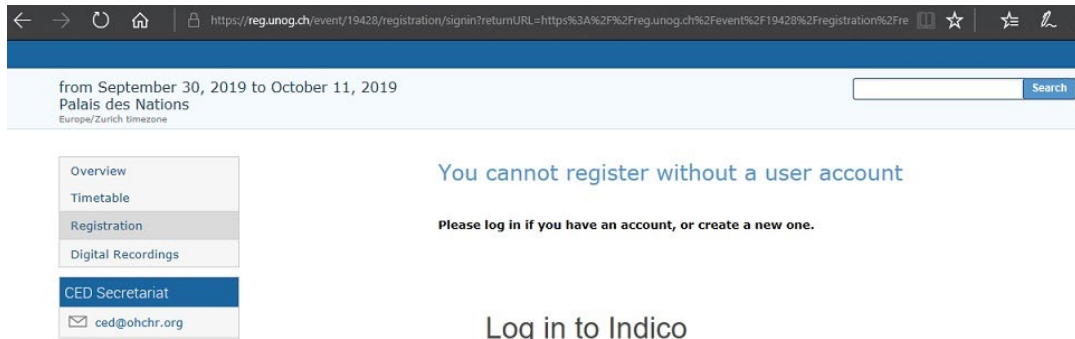
3. You will arrive at this page. Click on your meeting.

The screenshot shows a web browser window with the URL <https://reg.unog.ch/category/800/?flattist>. A notification bar at the top states "There are 242 events in the future. Show them." Below this, the page is titled "September 2019" and lists various events. Each event entry includes a calendar icon, dates, the event name, and a status label (OPEN or CLOSED). The events listed include sessions of the CED, OHCHR meetings, CRPD Pre-Sessional WG sessions, and a Human Rights Council session.

4. You will arrive at the page of your meeting. Click on Register now

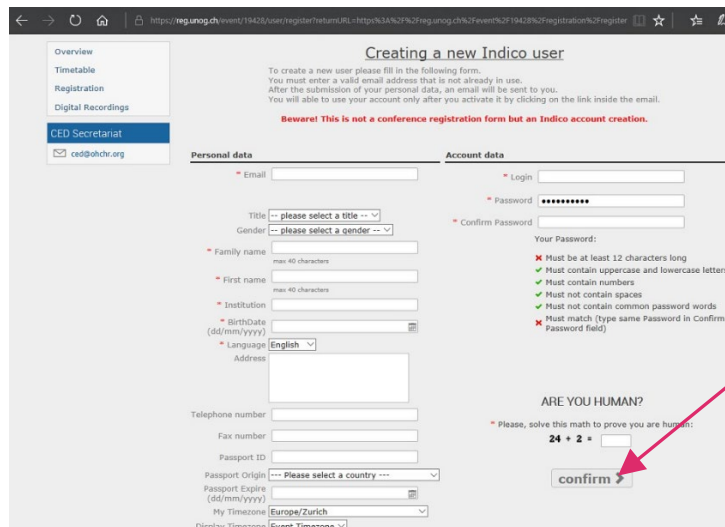
The screenshot displays the event page for the "17th Session" of the CED. The page header includes the event title and dates: "from September 30, 2019 to October 11, 2019" at the "Palais des Nations, Europe/Zurich timezone". A search bar is visible on the right. On the left, there is a navigation menu with options: Overview, Timetable, Registration, Digital Recordings, CED Secretariat, and an email contact [ced@ohchr.org](mailto:ced@ohchr.org). The main content area features the event title "17th session of the Committee on Enforced Disappearances", the location "Palais des Nations (MAP HERE) Geneva, Switzerland", and the schedule "Starts Sep 30, 2019 10:00" and "Ends Oct 11, 2019 18:00" in the Europe/Zurich timezone. A detailed information box contains instructions for registration, including a note about browser compatibility and a "How to collect your badge" section. At the bottom, a blue banner states "Registration for this event is now open" with a deadline of "Sep 27, 2019" and a prominent "Register now" button with a right-pointing arrow.

5. You will arrive at this page. If you have not been to UNOG before, you must create an account.



If you have already been to UNOG. Please proceed to [log-in](#)

6. **Creating an Indico user account.** You will arrive at this page. The boxes with a red asterisk must be filled out at this stage. If you give your address and passport details now, it will save you time later. Then answer the question. The **confirm** button will turn blue when you have completed these steps and your password meets the conditions. Click confirm.



7. This message will appear:

The screenshot shows a web page for the CED 17th Session. The header includes the session title and dates (September 30, 2019 to October 11, 2019) at the Palais des Nations in Europe/Zurich timezone. A search bar is visible in the top right. On the left, there is a navigation menu with options: Overview, Timetable, Registration, Digital Recordings, CED Secretariat, and an email icon with the address ced@ohchr.org. The main content area is titled "Creating new UNOG Accreditation account" and contains a congratulatory message: "Congratulations!!! You have successfully created your UNOG Accreditation account. However, you will not be able to log into the system until you have activated your new account. To do this please follow the instructions in the mail that we have already sent you." Below this, it states: "If you don't receive this email or you have any trouble with the login, do not hesitate to contact us."

8. You have created the account. You must activate it now by clicking the Activation Link. Check your e-mail for a message from [noreply.accreditations@unog.ch](mailto:noreply.accreditations@unog.ch). If you cannot find it, check your spam box. It looks like this:

you have created a new account on the UN Accreditation System.

In order to activate your account and proceed to the conference registration area, kindly **click on the following activation link:**

[Activation link](#)

Best regards,

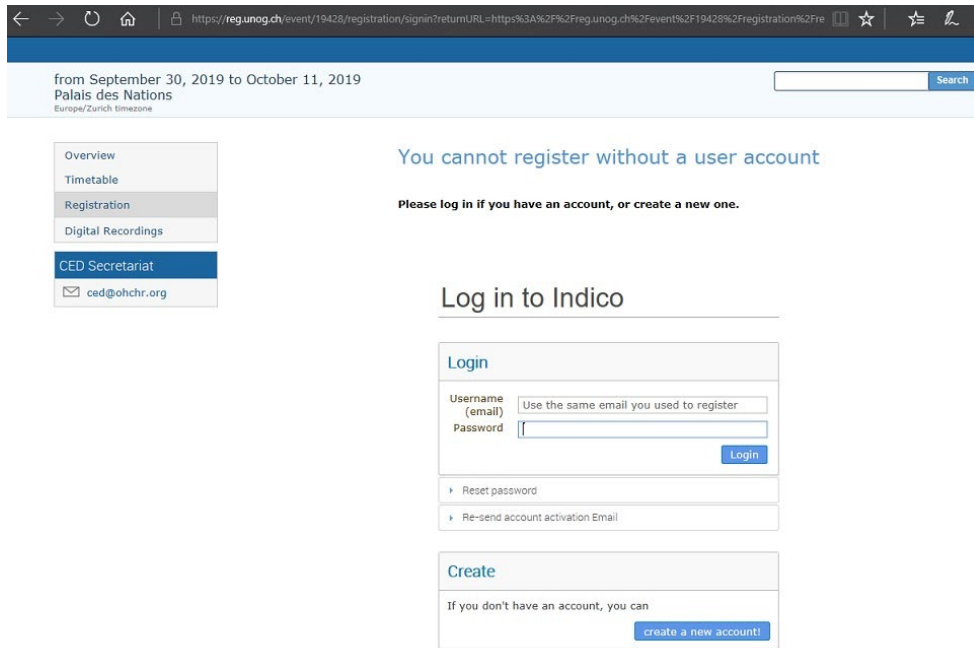
The UN Accreditation Team

Now that your account is active, next time you come to an event at UNOG or other UN agencies, you will not need to create an account and your information will be pre-filled on your registration form.

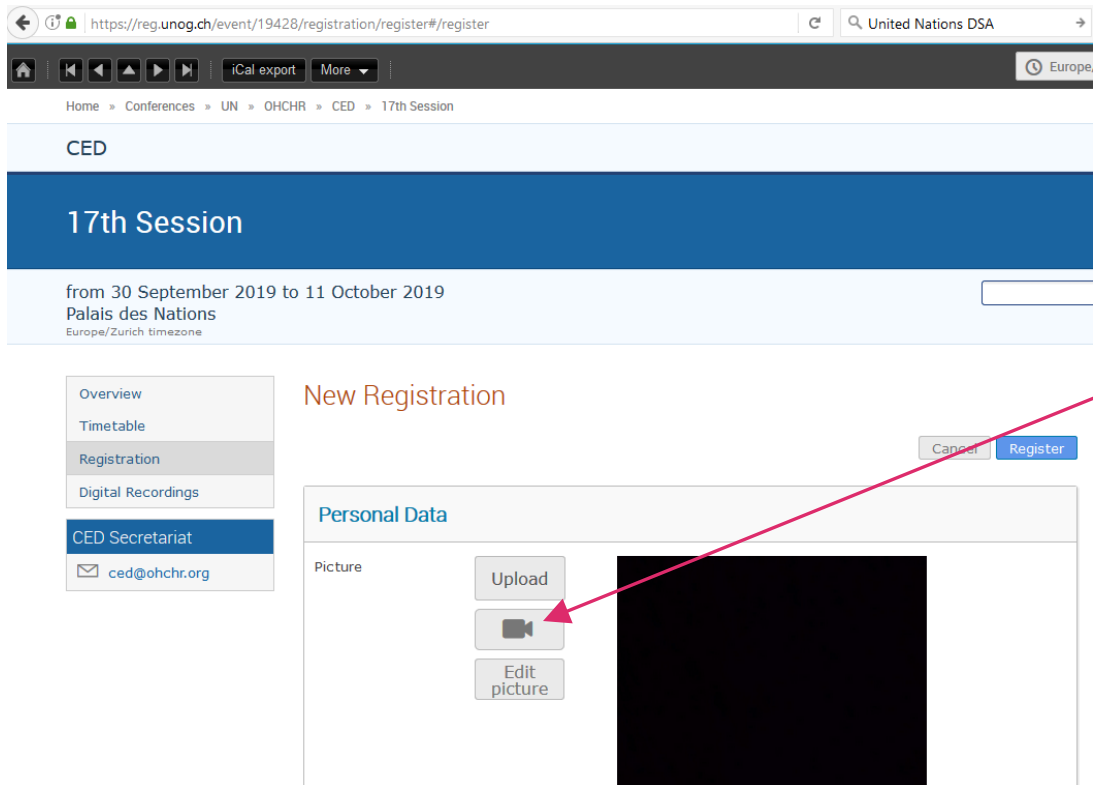
9. Click on the Activation Link in your e-mail. It will bring you to the Registration Page for your event.

The screenshot shows the same web page as in step 7, but with a red arrow pointing to the text "Click HERE to REGISTER for this Conference" and "Cliquez sur ce lien pour vous enregistrer à cette conférence". The page also displays the same navigation menu and session information. The browser's address bar shows the URL: https://unog.ch/cechr/17thSession/register/activate?token=3095278&token=ZAG60ACACWAT0NLUCCD0w. The Windows taskbar at the bottom shows the time as 12:39 PM on 10/1/2019.

10. By clicking on the link, you will arrive back at the log-in page:



11. You can now log-in with the e-mail and password that you have used to create your account. You will arrive at this page. You can upload your photo from your computer or take one by clicking on the camera.



Click on the camera to take a photo using your computer.

12. If you have included personal and passport details on your account, these boxes will be pre-filled. Choose your representation type. Please note that a new type, Accessibility Support, is being implemented. It should be selected by Support Persons.

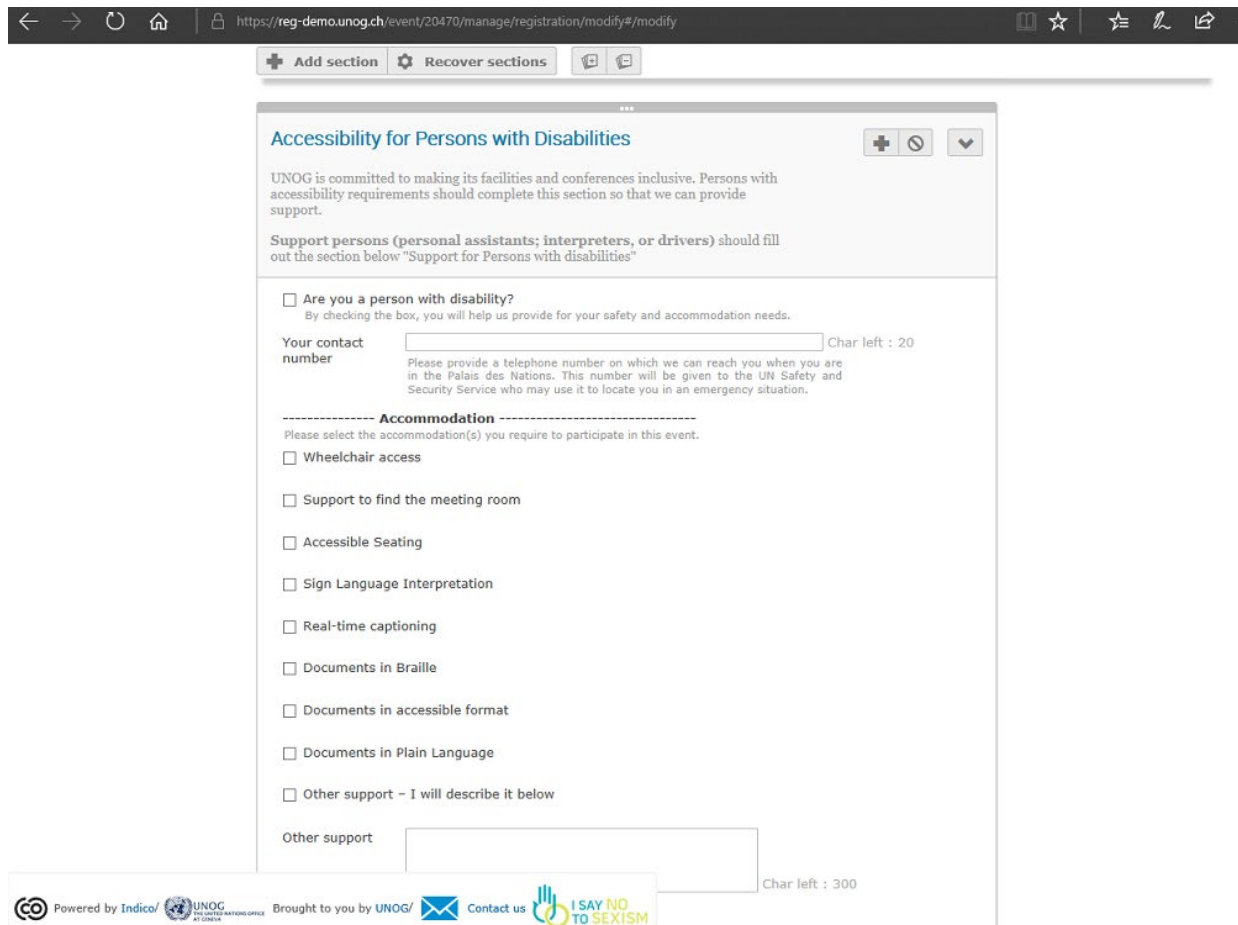


**Representation Type** ▼  
Representative of governments, ngo ...

**Accessibility:** Support persons should choose "Accessibility Support" and "Organisation name" is "Accessibility support"

Representation Type \*

13. Please fill out the accessibility section if you have a disability. This will help us provide you with support, including in an emergency. This is why we ask for a telephone number we can contact you on when you are in the Palais des Nations.



← → ↻ 🏠 🔒 <https://reg-demo.unog.ch/event/20470/manage/registration/modify#/modify> ☆ ⌵ 📄

+ Add section ⚙ Recover sections 📄 📄

**Accessibility for Persons with Disabilities** + 🔒 ▼

UNOG is committed to making its facilities and conferences inclusive. Persons with accessibility requirements should complete this section so that we can provide support.

Support persons (personal assistants; interpreters, or drivers) should fill out the section below "Support for Persons with disabilities"

**Are you a person with disability?**  
By checking the box, you will help us provide for your safety and accommodation needs.

Your contact number  Char left : 20  
Please provide a telephone number on which we can reach you when you are in the Palais des Nations. This number will be given to the UN Safety and Security Service who may use it to locate you in an emergency situation.

----- **Accommodation** -----  
Please select the accommodation(s) you require to participate in this event.

Wheelchair access

Support to find the meeting room

Accessible Seating

Sign Language Interpretation

Real-time captioning

Documents in Braille

Documents in accessible format

Documents in Plain Language

Other support - I will describe it below

Other support  Char left : 300

Powered by Indico/ UNOG UNITED NATIONS OFFICE AT GENEVA Brought to you by UNOG/ Contact us I SAY NO TO SEXISM

14. Please fill out the details of your support persons, so we can ensure you will be able to enter the building together.

Other support - please contact me

Do you prefer to be contacted by

These services are not programmed for all meetings. The Secretariat will contact you about their availability.

Will you need to enter UNOG in a private vehicle?

Private vehicles can only enter with UNOG Security Service's permission, to facilitate access for persons with reduced mobility. Please ask drivers to register on Indico.

Will you enter UNOG with live assistance such as a guide dog?

Will you be accompanied by support person(s)?

Support persons include personal assistants, sign language interpreters, communication support, peer support and drivers.

----- Support person information -----

Please write their names here  
FAMILY NAME, given name e.g. JACKSON, Susan.  
Please make sure they register.

Support Person 1

Function support person 1   
Please indicate the function of the support person

Support Person 2

Function support person 2

Support Person 3

Function support person 3

Powered by Indico/ UNOG Brought to you by UNOG/ Contact us I SAY NO TO SEXISM WHAT DO YOU SAY!

9:04 AM 9/18/2019

15. If you a support person, please fill out the relevant section, with your function and the name of the person you are accompanying.

Support for persons with Disabilities

Please fill out this section if you are a driver, personal assistant or sign language interpreter or support person accompanying a person with disabilities.

Please indicate your role

Please indicate the name of the participant you are accompanying

Char left : 100

Sign language interpreter  
Personal assistant  
Support person  
Driver

16. Once you have completed your registration, you will receive an e-mail informing you that your registration is “pending approval”:



17. Once your registration has been processed, you will receive another e-mail with your **UN Pass**. You must print this document and bring it and your **passport** with you to UNOG, in order to get your badge.